

Suggestion No. 1866

A. Summary of the Suggestion:

The suggester proposes a different method of handling a large file of IBM cards containing very important data. The flow of incoming information for these cards is constant. The cards are filed on IBM form number 812922. Requests for these cards come in daily. The requests themselves are punched on IBM cards according to five categories. The IBM machine operator to locate the desired cards had to follow a 13 step procedure. The new procedure reduces the number of steps to 10. The method has been used and has proved satisfactory. An initial saving of \$132.00 and a monthly saving of \$133.88 are estimated.

B. Evaluation of Concerned Offices:

The Office of Central Reference commented that the suggestion is a good one and that it is in use. The suggested monthly savings of \$133.88 were felt to be offset by an increase of 78 hours a month in clerical time, caused by the new method, which, computed at the same rate as that used in computing the savings, amounts to \$119.34. The net saving is thus \$14.54 per month. The initial equipment saving figure of \$132.00 is not justified because of the simple wiring set-ups. Another reason for adopting the suggested procedure was that the pressure of work was greater in the Machine Section than in the Key Punch Section. It may be that the Machine Division will revert to its old procedures if the situation reverses itself. It is felt that the suggester should receive some commendation for the suggestion, even though the net saving was not as great as indicated.

C. Recommendation of the Executive Secretary:

An award of \$10 based on tangible savings.

OK
#10

A. Summary of the Suggestion:

The suggester proposed that in certain instances an [redacted] report is written around information available in a photograph (aerial photo of a target combine, photograph of an electronic device, etc.). In these cases the value of the [redacted] to the consumer would be greatly enhanced if the photo could be directly reproduced on the [redacted]. This can be accomplished by a photo-offset process and is actually done on certain [redacted] reports. I suggest provision be made to reproduce key photographs on selected [redacted] reports. This would add to the prestige of CIA raw intelligence reporting.

25X1A

25X1A

25X1A

B. Evaluation of Concerned Office:

25X1A Deputy for Collection, [redacted] stated:

25X1A "We have looked into the subject of having photographs reproduced directly on the [redacted] reports and find the method feasible, although it would delay the issuance of the report about ten days. In those few instances where photographs are useful in illustrating a report and would be of benefit to all analysts to see the photograph without requesting the "on file" copy from Graphics Register or the CIA Library, we will arrange in the future to have the photograph reproduced on the [redacted]"

25X1A

"Although there would be an increase in the cost of reproducing such a report, we believe that this cost would be counteracted by the convenience and time saved the analyst in requesting the "on file" copy of the photograph from the Library."

DD/I Admin stated:

"Although the suggestion has been adopted for use it is recommended that the suggester receive only a nominal award because of the very limited number of reports that will be affected. Roughly only 2 to 3% of reports have a photograph as an enclosure and it is believed that at best in only 1/2 of these will the photograph be reproduced on the report."

C. Recommendation of the Executive Secretary:

An award of \$15 based on recommendation for nominal award—intangible benefits.

*Commendatory
Jtr*

CONFIDENTIAL